



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

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Arlington Emergency Tenant Assistance Program Round 3 Pre-Application Guide

Arlington Emergency Tenant Assistance Program

The Department of Planning and Community Development is administering an emergency rental assistance program for Arlington households that earn less than 50% of the area median income and who cannot pay rent due to the COVID-19 pandemic and economic crisis. This Program is funded with \$400,000 of Community Development Block Grant (CDBG-CV) funds and \$300,000 of Community Preservation Act funds. This guide will help you complete the pre-application form and understand better the process for getting assistance. We have included some Frequently Asked Questions (FAQs) at the end.

To be eligible for rental assistance, you must meet the following criteria:

- You must be an Arlington resident who rents your home.
- Your household must make a low-income. See the income limits below, and FAQs for how to calculate your income.
- You must be unable to pay rent due to the COVID-19 pandemic and economic crisis.

Eligible households who complete the pre-application form will be pre-screened. Eligible households that are determined to meet the basic requirements will be invited to complete a full application and may receive assistance in the form of up to \$2,000 per month for no more than three months, payable to their landlord.

First time applicants and applicants who did not receive assistance in the first or second round will receive a preference. Returning applicants may apply for additional assistance of up to \$2,000 per month for up to an additional 3 months. However, there is no guarantee that returning applicants will receive additional assistance.

“Low-income” is no more than 50% of the Area Median Income as determined by the U.S. Department of Housing and Urban Development. The income limit is based on the number of people living in your household, including any roommates, children, and immediate or extended family living with you.

Household Size	1	2	3	4	5	6	7	8
Maximum Income	\$48,000	\$51,200	\$57,600	\$63,950	\$69,100	\$74,200	\$79,300	\$84,450

If you are determined eligible through pre-screening, the Town will contact you by email and invite you to work with our administrator to complete a full application form, including backup documentation. Failure to provide accurate information in the pre-application may result in your removal from the program. Failure to respond to the administrator in a timely fashion may result in your assistance going to someone else.

Arlington Emergency Tenant Assistance Program
Round 3 Pre-Application Guide

To be considered, complete the pre-application form before 11:59pm on May 12, 2021. You can view the form here:

<https://www.surveymonkey.com/r/TenantAssistanceRound3>

Frequently Asked Questions (FAQs)

If you need assistance completing the form, you may contact 781-316-3090. Please include your name, address, and phone number. If you do not speak English, please indicate the language you speak and we will make accommodations to provide interpretation services.

1. Who is eligible for Arlington Emergency Tenant Assistance Program? What type of assistance will I receive?

Arlington renter households that make a low-income and that are unable to pay rent due to the COVID-19 pandemic and economic crisis are eligible to apply. Examples include families with children, seniors, people living alone, and people living with roommates. Eligible households that are selected will receive assistance in the form of up to \$2,000 per month for no more than three months, payable to their landlord, through the Arlington Emergency Tenant Assistance Program.

First time applicants and applicants who did not receive assistance in the first or second round will receive a preference. Returning applicants may apply for additional assistance of up to \$2,000 per month for up to an additional 3 months. However, there is no guarantee that returning applicants will receive additional assistance.

If you are not income-eligible for the Arlington Emergency Tenant Assistance Program, the Arlington COVID-19 Relief Fund may be able to assist you in paying your rent. For more information about the Arlington COVID-19 Relief fund, visit www.ahhscc.org.

2. How does the Arlington Emergency Tenant Assistance Program pre-screening work?

The Town will use the pre-application to determine which households are eligible for this program. Pre-screening will be used to confirm previous assistance that you may have received, your Arlington address, and your declared income. The Town will reach out via email to the applicants who have been determined eligible. Our administrator will also contact you if you have been determined to be eligible, and invite you to submit a full application.

3. What do I need to do if I'm determined to be eligible? What documents do I need to provide?

If you are determined to be eligible, you will be required to submit documents to the Town's administrator to verify your eligibility and to help us provide you with rental assistance. While your exact situation may vary, households will be asked to provide a copy of their lease/ rental agreement, information about their landlord, and proof of household income (see question 8). We will also need information on your landlord so we can submit payment to them. Some households may be asked to provide additional documentation. We will never ask about your citizenship status or ask for any immigration documentation.

Returning applicants will not be required to submit documents to the Town's administrator to verify eligibility. However, returning applicants will be required to submit a self-certification that their status has not changed.

The Town is committed to your privacy, and will only share your information with our administrator as needed for the administration of this program. If you are eligible and approved, your application may be subject to a monitoring by the Town and HUD in order to meet CDBG program requirements. Your

information will not be shared outside of the Town, HUD, or our administrator who are working on this program.

4. How soon will I get the assistance? What month will the assistance apply for?

Once the pre-screening is complete, we will refer selected applications to our administrator. The selected applicants will work with the administrator to complete the full application, including backup documentation. The administrator will help answer any questions you have, and will review your application once it is complete. If the administrator approves your application, they will submit it to the Town for final approval and payment. We will provide payment to landlords within 30 days of the administrator providing an approval, but the timeline is dependent on how quickly the full applications are completed.

The assistance will cover up to \$2,000 per month for no more than three months, but we generally do not specify which month the assistance will apply to. You should speak to your landlord if you have questions about how the assistance will be applied.

5. I am a returning applicant. When will I find out if I will receive additional assistance?

Once all applicants are pre-screened, staff in the Department of Planning and Community Development will be in touch with returning applicants regarding the availability of funds to provide additional assistance.

If there are available funds to provide additional assistance to returning applicants, you will need to complete a self-certification that your status has not changed since our initial review of your application. Once the self-certification is submitted to the Department of Planning and Community Development, we will process payment to your landlord.

6. Is there a cap to how much assistance I can receive from the Arlington Emergency Tenant Assistance Program?

You may receive rental assistance up to \$2,000 per month for no more than three months for a total of up to \$6,000.

Returning applicants may be eligible for an additional award of up to \$2,000 per month for up to an additional three months, but there is no guarantee of funding.

7. If I'm not eligible for the Arlington Emergency Tenant Assistance Program, what should I do?

If you are not eligible, you may still be eligible for future rounds. If additional funding is dedicated to rental assistance for income-eligible households from CDBG funds or other local sources, a fourth round may be held.

There may be other programs available to assist you including the Housing Corporation of Arlington's Homelessness Prevention Program. More information about the Homelessness Prevention Program can be found here: <https://www.housingcorporarlington.org/homelessness-prevention/>.

8. What do I do if I can't fill out the form online because of a disability, lack of Internet access, a language barrier, or some other reason?

If you need assistance completing the form, you may contact 781-316-3090. Please include your name, address, and phone number. If you do not speak English, please indicate the language you speak and we make accommodations to provide interpretation services.

9. How do I calculate my 2020 gross household income?

Your 2020 gross household income is the total amount of income earned, before taxes, of every adult in your household between January 1, 2020 and December 31, 2020. Income earned by members of your household who are under the age of 18 should not be counted.

You can check your 2020 taxes, W-2s, or other forms to find your total income. You can also estimate your income based on paystubs or similar documents. Include in your calculation all sources of income, such as tips, unemployment, Social Security, pension, or investments.

10. How do I calculate my household size?

Your household size is the number of people who live in your apartment/ unit with you. Include any roommates, parents, siblings, children, cousins, or other family members, any friends, and anyone else who lives with you. If someone in your household lives in multiple locations, you should count them if they live at your household more than 50% of the time.

11. How do I know if I'm eligible for unemployment benefits?

If you have recently lost your job or seen a reduction in income, you may be eligible for unemployment benefits. Learn more at <https://www.mass.gov/info-details/massachusetts-covid-19-unemployment-information>. Note that, due to COVID-19, Massachusetts has expanded the unemployment insurance program so that more people will be eligible. Your eligibility for unemployment benefits does not impact your eligibility.

12. Why do you need to know if I live in public housing or receive a Section 8 voucher?

Living in public housing or receiving a Section 8 voucher does not impact your eligibility. We may require different documentation of rent when we process your application. If you live in public housing or receive a Section 8 voucher, and you have experienced a loss of income, you should consider asking your landlord or voucher sponsor about a re-certification of income. This could reduce the amount of rent that you are responsible for paying.

13. What do I do if I'm being evicted for non-payment of rent?

If you are being evicted for non-payment of rent, you should contact Greater Boston Legal Services at 617- 603-1807 or an attorney immediately.

14. What do I do if I am homeless?

If you are homeless, please contact the [Somerville Homeless Coalition](#) which offers a range of services for homeless and near homeless families and individuals. The Somerville Homeless Coalition can be reached at 617-623-6111.

15. Am I eligible if I'm an immigrant? Is this assistance included in the public charge rule?

We do not collect information about immigration status. Immigration status does not affect eligibility for this program. The type of assistance being offered through the Arlington Emergency Tenant Assistance Program are not included in the public charge determination.

16. Why are you asking about my race and ethnicity?

We collect this information for data collection purposes only. Your race and ethnicity do not impact your eligibility for rental assistance or your likelihood of being selected. We use the aggregate data to ensure that our program is accessible to everyone in our community.

17. Is there assistance to cover other household expenses, besides rent, that are difficult to pay due to the COVID-19 pandemic?

While the Arlington Emergency Tenant Assistance Program cannot pay for other household expenses, the Arlington COVID-19 Relief Fund may provide funding towards such expenses for individuals and families financially burdened by the COVID-19 crisis. The Arlington Covid-19 Relief Fund, administered by the Health and Human Services Department, will offer emergency assistance to Arlington community members who are struggling to meet essential needs, such as rent/mortgage payments, utilities, childcare, internet connectivity (for families with school-aged children), medications, transportation and other necessities. Assistance from the COVID-19 Relief Fund is not restricted to households earning a low income; however, priority will be given to those who are most economically vulnerable to the crisis. For more information about the COVID-19 Relief Fund, please visit: www.ahhsc.org.

18. Will there be more funding available later? Will I be eligible for future programs?

There is currently no funding available to fund this program after this round of assistance. If funding becomes available and the program runs again, the Town reserves the right to change the eligibility criteria, amount of assistance, and other aspects of the program.